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Access Computer Training
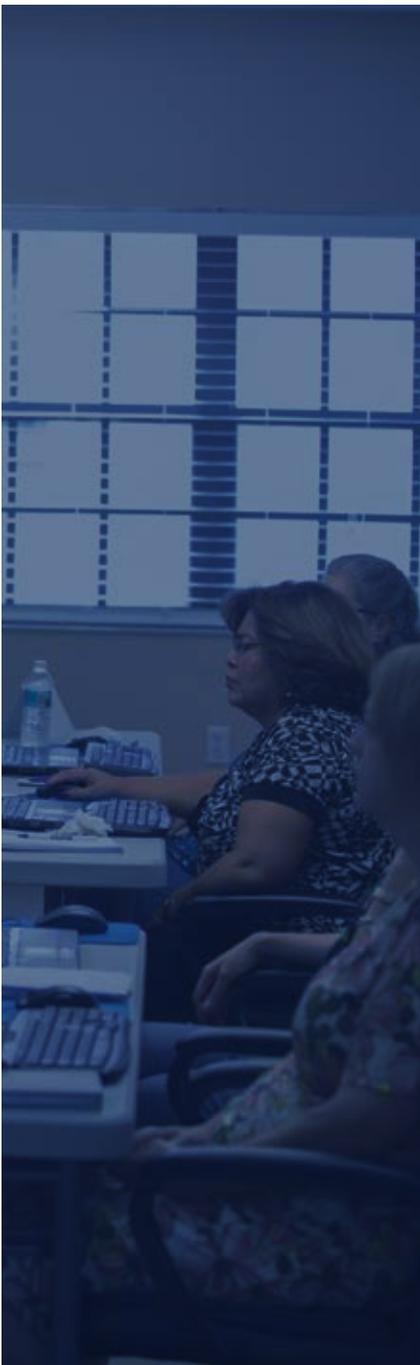
School Catalog &
Student Handbook

NEVER STOP LEARNING
855-9-LEARNIT • 855-953-2764

1537 Dale Mabry Hwy#101
Lutz, FL 33548

www.accesscomputertraining.com
info@accesscomputertraining.com

Dear Student,

Thank you for choosing Access Computer Training as your training provider and for trusting that we will help you to reach your career goals. Our staff and instructors at Access Computer Training are proven in helping hundreds of students like you achieve them.

We have Microsoft Office Certified instructors on site that provide our students with the latest technology training in the business software most commonly used today. Access Computer Training offers six diploma programs designed to provide the skills that local employers require when choosing new hires.

Access Computer Training is a woman-owned small business and is licensed by the State of Florida's Department of Education and the Commission for Independent Education as a post-secondary vocational training provider.

Our students feel comfortable the minute they walk in the door. Join us for an educational experience unlike any other. No college campus. No online courses. All hands-on, instructor-led classes that focus on each and every individual student.

Thank you for choosing Access Computer Training as your computer-training provider. We promise you won't be disappointed.

To your success,

Kristin G. Pelletier

Kristin Pelletier, MOS
Owner/Instructor

For more information, please call 813-575-8400

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ABOUT ACCESS COMPUTER TRAINING, LLC

LEGAL OWNERSHIP AND LICENSE

Access Computer Training, LLC Training is a corporation formed under the laws of the State of Florida. It's currently owned and run by Kristin Pelletier, MOS – Owner/Instructor.

Access Computer Training is licensed by The Florida Commission for Independent Education (License # 5237). Additional information regarding our school may be obtained by contacting the Florida Department of Education, Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, Ph: (850) 245-3200 or (888) 224-6684.

SCHOOL HISTORY

Access Computer Training was created in July of 2014 as a start -up Computer Training school and member of the Pasco Economic Development Council, Small Business Development Center, Pasco Enterprise Network, and The Greater Dade City Chamber of Commerce. It was created to fill the need for comprehensive computer training in the Pasco/Hernando, Tampa Bay, Pinellas and surrounding areas. The rapid growth of technology points to a current and future need for trained individuals to meet the need for computer skills in an office environment and beyond. There is a need for computer training and we are here to fulfill that need.

PURPOSE

Access Computer Training, LLC 's purpose is to offer computer-training programs to the general public, corporate community, Workforce, Vocational Rehabilitation and Veterans Administration. We will work closely with the Pasco/Hernando local Career Source Office in becoming a catalyst in assisting those displaced workers with re-employment by offering training on the business applications most commonly used in today's office environment. Upon completion of the programs, our students will become competitive in the job market and computer proficient in the workplace. The purpose of the content of what we teach was designed to promote job placement.

GOAL

Our goal here at Access Computer Training is to become the number one training provider of software skills in the Tampa Bay area and to offer students exceptional and comprehensive training that promotes job placement and career advancement.

DESCRIPTION OF SCHOOL FACILITIES

Access Computer Training is in the NorthFork Professional Center- **1537 Dale Mabry Hwy, Suite 101, Lutz, FL 33548** *just across from Wal-Mart at the Dale Mabry/US41 split just south of SR54.*

We are located in a beautiful setting with a relaxed atmosphere. The office features an outdoor deck and a view of a private lake. Classroom size is approximately 600 square feet with an additional 400 square feet of administrative office space.

We provide excellent parking and easy access, and are completely wheelchair accessible.

Our classroom is fully equipped and seats up to 12 students.

We provide a break area, which has a refrigerator, microwave, coffee maker, bottled water and coffee, as well as snacks and drinks.

SCHOOL ADMINISTRATION

FACULTY: KRISTIN PELLETIER, OWNER/ MICROSOFT OFFICE CERTIFIED INSTRUCTOR

COURSE(S) TAUGHT:	DEGREES / DIPLOMAS HELD & AWARDING INSTITUTION:
Business Applications	Certificate, Microsoft Office Specialist, Lasalle Computer Training School Diploma, Microsoft Office Business Applications, Hyslop & Associates
Microsoft Office	Certificate, Microsoft Office Specialist, Lasalle Computer Training School Diploma, Microsoft Office Business Applications, Hyslop & Associates
Microsoft Office Fundamentals	Certificate, Microsoft Office Specialist, Lasalle Computer Training School Diploma, Microsoft Office Business Applications, Hyslop & Associates
Microsoft Advanced Office	Certificate, Microsoft Office Specialist, Lasalle Computer Training School Diploma, Microsoft Office Business Applications, Hyslop & Associates
Microsoft Excel	Certificate, Microsoft Office Specialist, Lasalle Computer Training School Diploma, Microsoft Office Business Applications, Hyslop & Associates
QuickBooks	Hyslop & Associates Computer Training School

POLICY OF NON-DISCRIMINATION

Access Computer Training, LLC does not discriminate based on race, creed, color, gender, age, religion, national origin, disability, marital, or veteran's status in its admission procedures, educational programs, operations, or employment policies.

ADMISSIONS REQUIREMENTS

- Access Computer Training, LLC admits those who have a sincere desire for higher learning.

- Admission is open to all qualified registrants without regard to sex, race, color, religion, age, physical disability, national or ethnic origin, sexual orientation, or marital status. Registrations are processed on a rolling basis; there is no application fee or deadline.

- Registrants are not required to have a High School diploma or GED in order to attend.

- There will be an interview process with each potential student to determine his/her ability and desire to attend and successfully complete all classes within his/her recommended program. Access Computer Training, LLC works closely with those organizations that refer students to us for the purpose of skill improvement and job placement.

- Potential students are required to complete all paperwork for registration and tuition must be paid at the time of registration, and/or prior to class start date.

HOURS OF OPERATION

Unless noted otherwise, the school administration hours are from 9:00a.m. to 5:00p.m. Monday through Friday. Day classes are in session between the hours of 9:00a.m. to 1:15p.m. The resource library is open during normal business hours, which are from 9a.m. – 5p.m. Monday through Friday by appointment.

Staff will be on site Monday through Friday 9a.m. – 5p.m. by appointment.

HOLIDAYS

Access Computer Training, LLC, recognizes the following national Holidays:

- New Year Day
- Independence Day
- Thanksgiving Day
- Christmas Day
- Memorial Day
- Labor Day
- Day After Thanksgiving

Additional holidays may be declared at the discretion of the President/Owner.

ENROLLMENT DATES

The length of each individual class decides class starting and ending dates. Access Computer Training is open enrollment and students can start at the beginning of any course within the program. Enrollment is on an ongoing basis. Once student is enrolled (met all requirements for enrollment – see enrollment agreement), he/she will be entered the next course start date.

GRADING SYSTEM

Students are graded at the end of each class on a Pass/Fail basis by the instructor's evaluation of the student's attendance, ability to follow directions, complete the required labs and general comprehension of the subject. A certificate of completion will be issued to each student who successfully completes the course or program and satisfies all requirements

DIPLOMA

Those students who have successfully completed all requirements for the course or Program they are enrolled in, have fulfilled the required minimum attendance, and have met all monetary obligations to the School will be awarded a diploma for that course or Program.

TRANSFERABILITY OF CREDITS

Access Computer Training does not accept credits from any other institution. Transferability of credit is at the discretion of the receiving institution. It is the responsibility of the student to confirm whether or not credit will be accepted by another institution of the student's choice.

FINANCIAL AID

Access Computer Training is a private institution and does not accept financial aid programs, but will help students with applications for training grants and aid through various government agencies. If you are currently unemployed and/or receiving benefits from Vocational Rehabilitation, Children and Family Services, your local CareerSource office or another agency, you may qualify for our Vocational Programs.

Access Computer Training is an approved vendor for CareerSource Pasco Hernando CareerSource Pinellas, CareerSource Tampa Bay, and Florida Vocational Rehabilitation Programs

JOB PLACEMENT ASSISTANCE

Though we cannot guarantee job placement, instruction on resume writing, mock and job interview techniques are provided as a component of all career training. Additional individual assistance will be provided as needed, such as one on one time with the instructor to better understand what is being taught in the classroom as well as one-on-one time with our student services administrator to assist in perfecting your resume, polishing your interview skills, and searching for the right job in the Tampa Bay area. We have an abundance of tools to help students with job placement. Access Computer Training will assist students in locating employment to the best of its ability, but cannot guarantee placement.

COUNSELING SERVICES

Instructors have the ability to provide student-counseling services that include career development, resume writing, mock interviews and roll playing, tutoring and mentoring. It is up to the student to remain active in the classroom, submit homework on time, practice what they've learned and take a pro-active approach to ensuring their own success.

FEE PAYMENT SCHEDULE

All program fees are expected in full at the time of registration or at least 14 days prior to class date unless other arrangements have been made.

CANCELLATION & REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation or withdrawal can be made in person, by electronic mail, certified mail or by termination.
2. All monies will be refunded if Access Computer Training, LLC does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making the initial payment.
3. Cancellation after the third (3rd) business day but before the first class results in a refund of all monies paid.
4. Cancellation after attendance has begun, but prior to 40% completion of the program will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of the students' enrollment or receipt of Cancellation Notice from student.

CONDITIONS FOR TERMINATION

Students are expected to conduct themselves in a professional manner at all times. A student can be dismissed for excessive absences, insufficient progress, excessive tardiness, non-payment of costs/tuition, theft, disorderly conduct, or failure to comply with the rules contained in the school catalog or the enrollment agreement. Foul language and/or disrespectful behavior are considered unsatisfactory conduct and are subject to dismissal. A student who acts in a manner detrimental to Access Computer Training, LLC, its staff, its property, or another student may have their enrollment terminated.

CLASS REPETITIONS

Our students may retake any class that he or she has previously attended and failed or missed for a period of three months from the start date of the original class. Audits will be granted on a space available basis as our current paid/passing students have priority. Students are required to bring their original course materials when needed.

DEFINITION OF CLOCK HOUR

"Clock hour" means a period of 60 minutes within a minimum of 50 minutes of direct instruction in the presence of an instructor.

SUGGESTIONS OR COMPLAINTS

Students who would like to offer suggestions on how to make the class and/or curriculum better may speak with the instructor directly or the owner of Access Computer Training. For complaints, students may file a legitimate complaint against, or appeal academic disciplinary actions by Access Computer Training, LLC, its staff, or a fellow student. However, they must first bring the issue to the attention of the business owner, Kristin Pelletier. If the issue does not get resolved in a manner satisfactory to the student, he/she may file a complaint with the Commission for Independent Education of Florida

SCHOOL ATTENDANCE AND PARTICIPATION

School attendance and participation in class are an essential part of the educational process. Regular attendance at school is necessary for students' success and to achieve the maximum possible benefits from their educational experience. All students are encouraged to be present and prompt. School attendance is the responsibility of parents and/or students. It is our hope at Access Computer Training that you share this same commitment.

MAKE UP WORK

Students are responsible for making up all work that they missed. Students are to work with the instructor on an individual basis to complete all make up assignments within a time frame set forth by the instructor. Reviewing the recorded class sessions as well as the daily booklets are alternate methods to make up missed instruction. At the School Director's discretion, students may be charged the instructor's normal hourly billing rate for private lessons, which are at a rate of $75.00 per hour. Fridays are reserved as practice time. Students are encouraged to work with other students and/or faculty to make up any work missed.

TARDINESS

Please note that classes will start at the exact time on the schedule. Though we understand things happen, please try to be here on time so as not to disrupt the class. Excessive tardiness will disrupt the class and may be cause for dismissal from the program or school.

INTERRUPTIONS IN TRAINING/TERMINATION

A student will not be terminated for failure to meet the required skill level of a course within two months of the start date of the class. That student will be required to complete additional studies, including sitting in on the next available course or other requirements as assigned by the operations manager. The student is also encouraged to use our computer lab for practice and review purposes during times that do not conflict with their existing schedule.

MINIMUM GRADES AND/OR STANDARDS CONSIDERED SATISFACTORY

Students must achieve a passing grade throughout the training and upon completion of the program. These progress results will be kept as part of the permanent record.

PROBATION POLICY

Students not maintaining a passing grade will be placed on probation. In such a case, the student will be issued a warning and asked to meet with the School Director to determine where improvements can be made. The period of probation will be up to a maximum of two months. During this time, the grade average must be raised to a passing grade. If the student's grade has not improved by the end of the probation, the enrollment will be terminated effective immediately. The maximum number of probation periods a student may be granted throughout any course is three. A student dismissed for unsatisfactory academic progress is not allowed re-entrance to the school without permission from the Director of the facility.

All probationary documentation is retained in the student's permanent files.

CONDITIONS OF RE-ENTRY AFTER WITHDRAWAL, CANCELLATION, TERMINATION OR SUSPENSION

A student who has cancelled or has been terminated and desires to re-enter the program must notify the School Director and follow the required admission procedures. A student who was terminated or withdrawn for any reason must have an interview with the School Director and show cause as to why re-instatement should be considered. The decision of the School Director is final. This includes students who have been suspended in the past for unsatisfactory progress.

STUDENT CODE OF CONDUCT POLICIES

CONDITIONS FOR TERMINATION
Students are expected to conduct themselves in a professional manner at all times. A student can be dismissed for excessive absences, insufficient progress, excessive tardiness, non-payment of costs/tuition, theft, disorderly conduct, or failure to comply with the rules contained in the school catalog or the enrollment agreement. Foul language and/or disrespectful behavior are considered unsatisfactory conduct and are subject to dismissal. A student who acts in a manner detrimental to Access Computer Training, LLC, its staff, its property, or another student may have their enrollment terminated.

DRUG FREE SCHOOL AND WORKPLACE
Access Computer Training, LLC is a drug-free workplace and study place. We have a zero tolerance policy for drugs and alcohol. No student, instructor, or employee may be on the Access Computer Training, LLC premises under the influence of any substance. As a drug- and alcohol-free environment, individuals under the influence may be subject to immediate dismissal/removal. Students may request counseling for substance abuse and will be referred to community resources.

SEXUAL HARASSMENT POLICY
Access Computer Training, LLC takes the issue of sexual harassment very seriously. Harassment because of sex, age, race, color, religion, national origin, or disability will not be tolerated.

DRESS CODE
Students are urged to wear attire appropriate in an office environment. Business casual to business attire is recommended but not required. Remember, you want to give a clean, professional and confident impression.

STUDENT RECORDS
In compliance with the Family Educational Rights and Privacy Act of 1974, Access Computer Training, LLC guarantees that students have the right to inspect all personally identifiable records maintained. It is further guaranteed that student records containing personally identifiable information will not be released except as permitted by the Family Educational Rights and Privacy Act. Student records will be permanently maintained at the school.

DIPLOMA PROGRAMS

PROGRAM TITLE: BUSINESS APPLICATIONS (BAPP)

Training days: 48

Clock hours: 156

Cost: $5,000.00 inclusive of tuition, registration and books

Objective: To give students a very detailed curriculum of all applications used in business today. Each class builds on the skills learned in the class previously taught. This is for participants who want to gain extensive computer knowledge. Students will learn the skills necessary to compete in the job market and will be able to use these skills immediately upon completion of each class.   This program is designed to promote job placement and give the skills they need to be competitive in their job search.

Course Name	Clock Hours	Description
Microsoft Word	40	Upon completion, students will be versed in the main components of Microsoft Word, Access, Excel, PowerPoint, Publisher and Outlook as well as QuickBooks. They will be introduced to Word Processing and will gain knowledge in navigating and formatting documents. They will also gain skills and expertise with Excel and a very detailed introduction to spreadsheets as well as formatting, and creating formulas as well. More so, students will develop skills in creating and navigating databases as well as creating and formatting presentations. This course runs through navigating Windows 10 and managing files and folders. Working with Google Apps is a key component to any office environment as many businesses are using Google Apps for mobility purposes and cloud computing. Students will be able to utilize Google Apps such as Chrome, Mail, Calendar, Docs & Drive and more as well as utilize these apps on their mobile devices. Students will be given the skills necessary to promote job placement.
Microsoft Excel	40	
Microsoft PowerPoint	8	
Microsoft Outlook	12	
Microsoft Publisher	8	
Microsoft Access	12	
Windows 10	4	
File Management	4	
Google Apps for Work	12	
QuickBooks	16	

PROGRAM TITLE: MICROSOFT OFFICE (MSALL)
Training days: 36
Clock hours: 116
Cost: $3,500 inclusive of tuition, registration and books

Objective: Students will receive a very detailed curriculum of the more common Microsoft Office applications used in business today. Each class builds on the skills learned in the class previously taught. This is for participants to who want to gain extensive software knowledge. Students will learn the skills necessary to compete in the job market and is created for job placement.

Course Name	Clock Hours	Description
Microsoft Word	**40**	Upon completion of this program, students will be versed in the main components of Microsoft Word and Excel as well as PowerPoint, Publisher, Outlook and Windows. Students will develop skills in creating documents and spreadsheets, calendars and slideshow presentations as well as navigating emails, calendars, contacts and tasks using the tools these software programs provide. Students will learn the skills necessary to compete in the job market as this program was created to promote job placement.
Microsoft Excel	**40**	
Microsoft PowerPoint	**8**	
Microsoft Outlook	**12**	
Microsoft Publisher	**8**	
Windows	**4**	
File Management	**4**	

PROGRAM TITLE: MICROSOFT ADVANCED OFFICE (ADVOFF)

Training days: 5

Clock hours: 20

Cost: $1,500 inclusive of tuition, registration and books

Objective: After completion of the Business Applications or Microsoft Office program, Advanced Office is for those who want to take their skills to a higher level. The objective is to give students skills that would fit a fast-paced office environment where knowing Word and Excel at a higher level would offer a more competitive edge over their colleagues. This program is also for those who already have an intermediate level of knowledge with Word and Excel. Also, an important component to a business environment is proficiency in many of the applications used in businesses today. Extensive knowledge in Microsoft Word compliment any resumé. This program is designed to promote job placement.

Course Name	Clock Hours	Description
Microsoft Advanced Word 1	4	Upon completion, students will more proficient in Microsoft Word and Excel. They will be able to collaborate using new sharing features in the 2016 version as well as track changes, secure documents, customize and automate with Macros as well as integrate with Excel and PowerPoint as well as the Web. For Advanced level Excel, students will learn to work with tables, financial functions, and what If analysis. Students will also be able to create, format and edit pivot tables and pivot charts and protect workbook and encrypt with a password and even inspect your workbooks for accessibility and compatibility. Employers seek the most skilled and trained employees. This program is designed to promote job placement.
Microsoft Advanced Word 2	4	
Microsoft Advanced Excel 1	4	
Microsoft Advanced Excel 2	4	
Integrating MS Office programs	4	

PROGRAM TITLE: MICROSOFT OFFICE FUNDAMENTALS (MSFUND)

Training days: 9

Clock hours: 36

Cost: $1,440 inclusive of tuition, registration and books

Objective: Microsoft Office applications have become the standard in business today. This certificate program provides the basics of Word and Excel and an introduction to the remaining Office programs. This program introduces the student to additional skills needed in an office environment such as PowerPoint and Outlook. They will obtain an introduction to spreadsheets as well as working with formulas and formatting spreadsheets. Students will have an introduction to word processing as well as learn how to format documents. Then they can choose three additional classes such as Access, Outlook, PowerPoint, Publisher and Windows. This program is designed to promote job placement.

Course Name	Clock Hours	Description
Microsoft Word 1	4	Upon completion, students will be familiar with the main components of Microsoft Word where they will be introduced to Word Processing and will gain knowledge in navigating and formatting documents. They will also gain skills and expertise with Excel with a very detailed introduction to spreadsheets as well as formatting, and creating formulas as well. They will then be offered three additional classes of which they can choose from Access (working with Databases), Outlook (working with email and more), PowerPoint (working with presentations), or Publisher (creating certificates, newsletters, cards and more), and Windows. This program is designed to promote job placement.
Microsoft Word 2	4	
Microsoft Word 3	4	
Microsoft Excel 1	4	
Microsoft Excel 2	4	
Microsoft Excel 3	4	
Class 1 – your choice	4	
Class 2 – your choice	4	
Class 3 – your choice	4	

PROGRAM TITLE: QUICKBOOKS (QBALL)

Training days: 4

Clock hours: 16

Cost: $860 inclusive of tuition, registration and books

Objective: To complete the Business Applications program or to offer accounting experience, this QuickBooks series will give the student a better understanding of how a company runs its financials. From Invoicing to Customizing reports, each module will teach exactly what QuickBooks was meant for. Potential employers, especially small businesses where the office assistant may be in charge of inputting data, are looking to hire well-rounded individuals who have a common knowledge of basic bookkeeping. This class will do that and more. The student will be able to input data into QuickBooks with ease. This program is designed to promote job placement.

Course Name	Clock Hours	Description
QuickBooks 1	4	Upon completion, students will be familiar with the main components of QuickBooks. They will be able to set up a company, input all customer, vendor, service and inventory items. They will know how to create estimates, proposals, invoices and track payments. They will learn to set up bank accounts and credit cards as well as create various reports and customize those reports as well. This program is designed to promote job placement.
QuickBooks 2	4	
QuickBooks 3	4	
QuickBooks 4	4	

PROGRAM TITLE: MICROSOFT EXCEL (EXCELALL)
Training days: 10
Clock hours: 38
Cost: $1,500 inclusive of tuition, registration and books

Objective: For those who only want to take the Excel course, the entire Excel series of workshops is created to hone in on not only data entry tasks, but tasks pertaining to basic spreadsheets, creating charts and working with formulas. Excel is used in every business today. In order to assist the student in obtaining the skills they need to be competitive in the job market, Excel is an important component to any resume and used in almost all businesses worldwide. This program is designed to promote job placement.

Course Name	Clock Hours	Description
Microsoft Excel 1	4	Upon completion, students will be familiar with the main components of Excel. They will be able to create and navigate a spreadsheet, work with formulas and format spreadsheets as well as create charts and insert objects. Students will have a better understanding of formulas and how they work. They will learn how to create templates and work with logical functions and databases, format cells, link cells, sheets and workbooks as well as utilize the fill handle and more! This program is designed to promote job placement.
Microsoft Excel 2	4	
Microsoft Excel 3	4	
Microsoft Excel 4	4	
Microsoft Excel 5	4	
Microsoft Excel 6	4	
Microsoft Excel 7	4	
Microsoft Excel 8	4	
Microsoft Excel 9	4	
Microsoft Excel 10	2	

DETAILED CLASS DESCRIPTIONS

MICROSOFT ACCESS

Microsoft Access 1 (Acc1)

This class will demonstrate how to create and maintain a simple database. Hands-on instruction will include an overview of opening and moving around database objects, previewing and printing tables and reports, working with table layouts, adding and changing information in a table, adding information with a form, defining a new table, using the clipboard to copy data, finding and replacing information in a table as well as filtering and sorting.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Access 2 (Acc2)

Topics in this Part 2 class include filtering and sorting records, filter and query criteria, using the form wizard and query wizard, designing select queries, and how to build relationships between 2 tables in a query.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Access 3 (Acc3)

In this class, students will be building on the skills learned in parts 1 and 2. They will learn to create forms using the form wizard and auto report or a simple report using the report wizard. Students will also learn to create and print mailing labels.

Course Length: 4hrs   **Cost: $200.00**

MICROSOFT OUTLOOK

Microsoft Outlook 1 (Outl1)

This workshop will include an overview of the different desktop tools including using Email, tracking appointments in the Calendar, keeping a Task List for "to do" items, using the Contacts module to maintain addresses and phone numbers and creating sticky notes to record important information.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Outlook 2 (Outl2)

Taking basic email function Specific topics include creating distribution lists, using voting buttons, working with signature files and out of office assistant, creating and using rules, integrate Outlook contacts with Word to create envelopes and letters, use field chooser and customize views in Outlook and set up and use the Journal feature to track activities you want recorded on a time line.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Outlook 3 (Outl3)

In this class, we go beyond the essential email and calendar functions. Students will learn more about the options menu and how to customize signatures and themes for email as well as out of office assistant, creating and using rules, customizing views, and setting up the journal, tasks and notes features

Course Length: 4hrs   **Cost: $200.00**

MICROSOFT EXCEL

Microsoft Excel 1 (Excel1)

Create, edit and format a spreadsheet. This part 1 class gets down to basics by controlling screen layout options, creating, saving, opening, closing, previewing and printing workbooks. In this class we will show you how to move

within a spreadsheet and manipulate the print area. Students will learn to edit data, undo and redo, move and copy text and formulas, use the fill handle to copy or create a series, insert and delete columns and rows, format columns, text and numbers, control cell alignment, write basic formulas.

Course Length: 2hrs   **Cost: $200.00**

Microsoft Excel 2 (Excel2)

This class is going to teach you advanced formatting to enhance the appearance of spreadsheets such as merging cells, working with multiple sheets in a file and work with multiple sheets by renaming, moving, copying, deleting, grouping and linking formulas between sheets. Linking formulas between multiple files, viewing multiple sheets/ files and freezing titles will also be covered.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Excel 3 (Excel3)

This class is loaded with fun! Students will learn to create different types of charts including column, stacked, line and pie charts. We will show you how to embed charts and chart sheets, understand chart components, use chart AutoFormats, move or resize an embedded chart, add new information to a chart, change the chart type and format, customize the chart axes, legend, titles, data markers, gridlines, plot area and add notes or arrows to a chart. We will also touch on inserting objects such as text boxes and shapes.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Excel 4 (Excel4)

This class will give students extensive hands-on practice in writing and copying formulas, working with absolute referencing and understanding formula arguments, creating and using range names in formulas and use of Trace Precedents/Trace Dependents to see how multiple formulas in a spreadsheet are linked.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Excel 5 (Excel5)

Once students have mastered the basics, you can now realize the power of Excel. Students will learn in a hands-on environment how to use Excel database features including sorting information, using a list as a database, creating database function formulas, working with the data form, using criteria to find records, filtering data to show specific records, calculating automatic database subtotals and totals and defining a criterion range. In addition, conditional IF statements, vertical and horizontal lookups and pivot tables will be covered.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Excel 6 (Excel6)

In most business environments, it's important to know if a project is over or under budget and to be able to pick out important data from large lists. This class is for those looking to make important data stand out. Conditional formatting helps raw data come to life by controlling the conditions you are looking for such as cells greater than or equal to a certain number.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Excel 7 (Excel 7)

We show students how to utilize the many templates Excel has to offer. Calendars, budgets, invoices and statements are among the many you can choose to customize and show students how to customize these templates and save as an Excel file. We will work with a few of the more common templates and show you how to customize these templates to your needs and save as an Excel file.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Excel 8 (Excel8)
In this course, students learn to create, edit and manipulate data using Pivot Tables and Pivot Charts.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Excel 9 (Excel9)
Shortcuts, tips & timesavers

Course Length: 4hrs   **Cost: $200.00**

Microsoft Excel 10 (Excel10)
Recap & Review of all that we've learned in Excel 1-9

Course Length: 4hrs   **Cost: $200.00**

MICROSOFT POWERPOINT

Microsoft PowerPoint 1 (PPT1)
In part 1, students will learn to create presentations, add new slides and know the difference between slide layouts and how to change the layout. We will show students how to navigate through each slide with ease as well as save, close and open files and select, edit, redo and undo slides and objects. We talk about the various slide views, how to bullet content within a slide, change designs, add objects and create a photo album.

Course Length: 4hrs   **Cost: $200.00**

Microsoft PowerPoint 2 (PPT2)
Student will learn to create slide show effects such as transitions between slides and animations within a slide. Students work with themes and color schemes and control the color of the slide show as well as work with the slide master, add text into shapes. Print various types of handouts and notes pages as well.

Course Length: 4hrs   **Cost: $200.00**

MICROSOFT PUBLISHER

Microsoft Publisher 1 (PUB1)
Students will work with Publisher templates and show how you can create brochures, newsletters, greeting cards, ads, signs, invitations, gift certificates, and calendars as well as personalize them.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Publisher 2 (PUB2)
Students will learn how to control different types of objects including text boxes, WordArt, ClipArt, basic and custom shapes as well as grouping, layering and rotating objects. Add bullets to paragraphs, use format painter, group and ungroup objects, as well as rotate and flip objects will also be covered in this course.

Course Length: 4hrs   **Cost: $200.00**

MICROSOFT WORD

Microsoft Word 1 (Word1)
This class introduces the basics of Word for Windows. We delve deep into the Word interface working hands on with the ribbon, tabs, quick access toolbar, status bar, toolbars, scroll bars, rulers, view modes and more! Students will learn to create, save, open, close, preview and print documents. We undo, redo, move, copy, cut, paste, drag and drop! Auto correct, spell check is more of what we go over. We briefly touch on page setup, margins, alignment, paper size, page breaks as we discuss these functions more thoroughly in future classes.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Word 2 (Word2)

This module teaches students how to enhance the appearance of documents using character formatting. Specific topics include using format painter and the highlight feature, extend or collapse characters, shading and drop caps, control bullets and automatic numbering for paragraphs, and use symbols.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Word 3 (Word3)

This workshop is an extension of part A. Formatting Documents consists of not only text, but formatting paragraphs and entire pages. From page layout and margins, to page borders, page breaks and columns, indent paragraphs, change line spacing and alignment options, set custom tabs, change tab alignment and use leaders, add borders, and control page and section breaks we will show students how to create professional looking documents every time!

Course Length: 4hrs   **Cost: $200.00**

Microsoft Word 4 (Word4)

Learn to create templates for repetitive type documents and use the table feature to create list or forms. Each student will learn in a hands-on environment how to create and manage tables by inserting/deleting columns or rows, adjust column width and spacing, change the text direction, control borders, shading and color, split and manage cells, draw and erase cell borders, perform table calculations, sort text or numbers, and use Table Auto Format to create complex tables.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Word 5 (Word5)

In this course, students will learn how to navigate Microsoft Word to easily create newsletters and work with graphics. When successfully completed, they will be able to create newsletters, certificates and invitations using features such as column breaks, drop cap or page border, insert pictures from ClipArt Gallery, create WordArt, rotate or align objects, create text boxes, enhance object appearance by changing colors, add a shadow or 3-D effect, group/ungroup objects and control the layering of objects in a document.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Word 5 (Word6)

Students will learn how to customize form letters or maintain a mailing list to create labels and envelopes. Specific topics will include creating a form letter with merge codes, maintain a database of names, addresses, etc., merge labels or envelopes, create a catalog or list, use queries to select data, sort data files alphabetically or numerically, merge a Word document with data from Access or Excel.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Word 7 (Word7)

Students will learn how to use pre-set templates that they can edit and customize. Students will learn to create and edit cover pages, invoices, resumes, and more and how to save them to documents.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Word 8 (Word8)

When someone is working with a 20+ page document, he or she will want to be able to change and find specific pages or subjects quickly. In this course, students learn how to easily navigate multiple pages and paragraphs quickly, find and replace words, set bookmarks, create headers and footers, tables of contents, and track changes.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Word 9 (Word9)

In this final class, we help students navigate Word by showing you great shortcuts such as Autocorrect and Macros. Create AutoText entries to recall repetitive blocks of text and record Macros to play repetitive keystrokes for quicker entries.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Word 10 (Word10)

Recap & Review of all Word classes 1-9

Course Length: 4hrs   **Cost: $200.00**

ADVANCED OFFICE

Microsoft Advanced Word 1 (AdvWord1)

In this segment, the student will learn to use the highlighter tool, track changes review changes from others, send emails directly from Word, review changes and compare documents. Students will use file compatibility features, check documents with the document inspector, restrict formatting and editing as well as secure documents with or without passwords and mark as final.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Advanced Word 2 (AdvWord2)

Students will learn to customize Word to work more efficiently. In the Word Options menu, they will learn to navigate, create and customize shortcuts and properties as well as create and run macros.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Advanced Excel 1 (AdvExcel1)

Students will learn to manage data using a table, create custom filters in the table, rename a table and use structured references in a formula. Students will also create financial functions such as NPER and PMT and create one & two variable data tables. Students will also use What-if analysis tools to create scenarios and adjust input values using goal seek.

Course Length: 4hrs   **Cost: $200.00**

Microsoft Advanced Excel 2 (AdvExcel2)

We will show students how to create PivotTables and Pivot Charts, modify and format them as well as insert a slicer to filter a PivotTable. Students will also learn to create a calculated field and then work in lengthy spreadsheets by using the Find & Go To features, hyperlinks and insert comments as well as add alt text to objects and inspect and protect workbooks.

Course Length: 4hrs   **Cost: $200.00**

Integrating MS Office Apps (Integrate)

Each product in the Microsoft Office Suite is designed to work in sync with each other. In this class, students will get a better understanding of how to do this to enhance productivity and make multitasking easy using examples such as creating a table in Word and import it into Excel or create a chart in Excel and display it in Word or PowerPoint.

Course Length: 4hrs   **Cost: $200.00**

QUICKBOOKS

QuickBooks 1 (QB1)

In this segment, we give students a detailed overview of the map, toolbars and menus. Students will learn how to create a new company and work with the chart of accounts by adding or deleting expense and income accounts. We show students how to customize the map, where to go to run reports, get customer info quickly, change views, customize maps, input items, services and inventory, as well as create users and set password protection. Then, we will show students how to track and report customer activities, add new customers and edit customer data, create estimates and invoices, apply payments to an invoice and create sales receipts. We will show students what to do with deposited funds, track refunds and create credit memos as well as print monthly statements.

Course Length: 4hrs   **Cost: $200.00**

QuickBooks 2 (QB2)

Learn how to create a vendor list, enter and pay bills and generate checks. This class includes lessons on creating purchase orders, tracking and receiving inventory items, processing reports including vendor balance summary, unpaid bills details, accounts payable, aging reports and yearly 1099's for vendors.

Course Length: 4hrs   **Cost: $200.00**

QuickBooks 3 (QB3)

This class is for those who have or plan to have employees. Here, we show students how to set up payroll and add employees. They will learn how to create a paycheck, print paystubs and use direct deposit. Don't forget about Uncle Sam! Payroll liabilities are important and we show students how to set them up, too. QuickBooks gives students the capability of printing payroll reports including quarterly unemployment forms, 940, 941 and W2's.

Course Length: 4hrs   **Cost: $200.00**

QuickBooks 4 (QB4)

This class helps you to keep up with your bank and credit card accounts. Reconcile the checkbook, and other bank accounts, transfer funds, log entries into the register, set up a credit card account and log all your charges and payments correctly. Then you will learn to customize your reports such as P & L statements, balance sheets and cash flow projections. Students will also learn how to memorize transactions that occur monthly or frequently and export reports to Excel. To fill in the missing pieces, we show you how to customize your invoices and estimates, and edit company preferences as well as modify already existing reports and filter data.

Course Length: 4hrs   **Cost: $200.00**

GOOGLE APPS

Google 1 -Chrome, Settings & Mail (GOOGLE1)

This class helps students keep up with financial accounts by learning to reconcile checkbooks and other bank accounts, transfer funds, log entries into the register, set up credit card accounts, and log all charges and payments correctly. You will learn how to Bookmarks, get into settings and password management as well. We will walk you through your Chrome App Launcher and how to download cool apps and extensions for a more diversified Chrome experience. Syncing yours Google account across your devices so you can see your contacts, mail and calendar no matter what device you are on will also be discussed.

Course Length: 4hrs   **Cost: $200.00**

Google 2 – Calendar and Other Apps (GOOGLE2)

In this course, we give students a details overview of Google Apps, and teach those who already have a Google account how to take their mail and calendars to the next level. You already have a Google account, Great! Now it's time to take your mail and calendar to the next level. Here, we show students to customize their interfaces, organize emails, and realize the full potential of Google mail. We will delve into the settings and show students where to go to sync all of your other email accounts into Google (just like Outlook!), how to customize conversations, create, organize and rename labels (i.e. folders), sort mail, search mail, change a theme, create a signature and more! This is where students learn how Google Mail measures up to Outlook.

Course Length: 4hrs   **Cost: $200.00**

Google 3 – Drive & Docs (GOOGLE3)

Google Apps for Work is a commonly used software in today's office environment. As the cost is low to utilize the software, many small businesses are using Google Apps for Work. This program is designed to compliment other courses within the Business Applications (BAPP) program to give the student enhanced skills with Google and is designed to promote job placement as it gives the student a more versatile skill over their competition.

Course Length: 4hrs   **Cost: $200.00**

WINDOWS OPERATING SYSTEMS COURSE DESCRIPTIONS

Windows 1 (Win1)

Geared for the latest Windows operating system, this class focuses greatly on navigating this new and very different operating system. From opening and closing apps, to customizing start menus, we walk students through all they need to learn with this OS with little or no frustration. They will learn many shortcuts to get them around both the start menu and the desktop, and how to toggle between the two as well as open between open apps quickly. Business applications discussed as well.

Course Length: 4hrs   **Cost: $200.00**

Windows 2 (Win2)

It's not enough to be organized with files and folders in the filing cabinets. Now it's just as important to keep good organized records in a PC. This File Management class will give the students a better understanding of how to do just that by learning how to create, save, edit, delete, and navigate folders to help them find folders quickly and be more efficient on the job.This class will show students how to back up, use cloud storage, work with flash drives and save attachments.

Course Length: 4hrs   **Cost: $200**

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